



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

**JOB DESCRIPTION**  
**DIRECTOR**  
**FINANCE DEPARTMENT**

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

---

## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, this position is responsible for the development, leadership, supervision and oversight of the City's Finance Department, including the Accounting and Payroll functions, as well as the Offices of Purchasing and Risk Management, and Pension Administration. Reports to the Assistant City Manager.

## **ESSENTIAL JOB FUNCTIONS**

Provides leadership and strategic direction for determining priorities, goals and objectives of the City's Finance Department; plans, organizes and coordinates complex project activities including the development and preparation of the Comprehensive Annual Financial Report.

Responsible for overall management of the department; including budget research, development, preparation and budget monitoring to ensure cost effectiveness and efficiency. Responsible for the overall development and design of the City's Accounting, Accounts Payable, Payroll, Pension, Purchasing, and Risk Management activities.

Establishes, implements and evaluates internal systems to effectively meet operating goals and objectives; develops and evaluates policies and procedures to effectively carry out departmental operations; promotes staff collaboration, innovation and critical thinking in developing solutions and approaches to departmental issues. Responsible for effective employee relations, staff development and administration of human resources policies and procedures.

Ensures that purchasing and financial transactions are properly conducted and recorded in accordance with City administrative policies and procedures.

Oversees all aspects of the City's Pension and OPEB Funds, including funding, investments and administrative operations; works closely with Investment Consultants, Actuaries and Auditors (internal and external). Serves as Secretary to the Retirement Board, and oversees City staff supporting the Retirement Board and its committees. Oversees and administers the City's Health Reimbursement Arrangement and its Health Savings Accounts.

Evaluates, assesses and makes recommendations to the City Manager and City Council with respect to retirement benefits and finances of the City. Develops proposals and reports as requested, and presents recommendations to City Management, City Council and to other groups. Responsible for coordinating Finance related items with the City Manager for placement on City Council Agenda; ensures reports, studies and plans are appropriately processed in accordance with federal, state, and city laws and ordinances.

Keeps informed of current developments in the field of municipal finance, particularly new legislation, professional trends and technological advances.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Finance, Benefits & Payroll Administration and Management - Comprehensive knowledge of governmental accounting principles, methods and practices. Comprehensive knowledge of Generally Accepted Accounting Practices (GAAP). Comprehensive knowledge of Governmental Accounting Standard Board (GASB). Comprehensive knowledge of municipal accounting principles, practices and procedures. Comprehensive knowledge of Federal, State and Local laws and regulations governing the receipt, custody and expenditure of public funds. Comprehensive knowledge of the practices, methods and laws pertaining to independent municipal pension plans, Virginia Retirement System (VRS), and deferred compensation plans. Comprehensive knowledge of public administration, grant administration, contract law and financial investment laws and procedures.
- Management of Personnel - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff. Knowledge of personnel recruitment, selection, and the use of personnel information systems.
- Customer Service - Thorough knowledge of principles and processes for providing customer services. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Technology - Thorough knowledge of current trends and practices related to the use of technology in Accounting, Payroll and Pension activities.

## **REQUIRED SKILLS**

- Performance Management - Monitoring/Assessing performance of other individuals, or the organization to make improvements or take corrective action. Motivating, developing, teaching, and directing people as they work; identifying the best people for the job.
- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation. Applies general rules to specific problems to produce answers that make sense. Combines pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Judgment and Decision Making - Evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Deals with people beyond giving and receiving instructions. Maintains high morale among all department employees. Shares knowledge with supervisors and staff for mutual and departmental benefit. Develops and maintains cooperative and professional relationships with employees, managers in other departments, representatives from organizations, and the general public. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons.

## **REQUIRED ABILITIES**

- **Coordination of Work** - Ability to establish and implement effective administrative and management programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others. Highly developed ability to evaluate plan alternatives in relation to trends, costs, and social pressures and needs.
- **Communication** - Excellent ability to effectively communicate complex ideas and proposals to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of human resources issues with tact and diplomacy and in a confidential manner.
- **Accounting and Budgeting** - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data. Ability to analyze and evaluate complex financial data, internal controls and operational systems and procedures.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Business Administration, Finance or related field with course work equivalent to a major concentration in Accounting and 10 years of progressively responsible experience in accounting, finance or a related field with 5-7 years of supervisory experience in municipal Auditing or Accounting, or an equivalent combination of education and experience. Advanced degree is desirable. Certified Professional Accountant (CPA) and Certified Government Financial Manager (CGFM) designations are preferred.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.